

Google Forms for Educators

by TS Bray

<http://tsbray.posterous.com>

Google Forms for Educators

For those of you with a Google Account, you have access to Google Documents. Look for the link to your Google Home along the top bar of your Gmail account. The entire suite of products is free and allows you to collaborate with multiple people on documents. Why is this important for me? With Google Form you can gather data from students and colleagues and share the data with a completely different group of people. You can gather feedback on units, assessments or projects. You can gather data on teacher performance and share it with other administrators. The limit is only based on your own creativity. But the most powerful reason is to show students how to purposely gather, sort, analyze, and communicate research data for various audiences.

Find your Google Docs here!

Your Google Docs Home is where you can find all of the Docs created by you or shared with you.

CREATE

TITLE	OWNER	LAST MODIFIED
DC 101 Shared	Jabiz_raisdana	11:04 am Jabiz_raisdana
Google Forms Shared Training Docs	Ed Tech Team	10:56 am me
KISPhoneBook_2011-09-21 Shared KIS Phonebook	Peter Yang Kuk Kim	10:54 am Kenny KyoHyun PARK
Blogging Prompts for Students Shared	Dana Watts	10:48 am Unknown user
Ed Tech Report Shared	me	10:43 am Steven Katz
The Sweet Survey Sign-Up Shared	Natalie Hamilton	10:42 am Natalie Hamilton
Google Calendar Shared Training Docs	Ed Tech Team	10:30 am Steven Katz
Wellness Day 31st October Shared Administration	Tania Blatti	10:22 am Kimberly Lombardi
Strategic Plan 2011-2014 Shared Tech Team	Ed Tech Team	9:28 am Steven Katz
Tech Team Shared	Ed Tech Team	9:00 am Steven Katz
List of Tip Video Ideas Shared	Andrew Kim	Oct 22 Andrew Kim
Presentation Materials	me	Oct 21

Click on Create and you will find the drop-down menu with Form on it. Choose Form and you are ready to go!

Docs

CREATE

- Document
- Presentation
- Spreadsheet
- Form
- Drawing
- Collection
- From template...
- Tech team

Google Forms Shared Training Docs

OWNER	LAST MODIFIED
Jabiz_raisdana	11:04 am Jabiz_raisdana
Ed Tech Team	10:56 am me
Peter Yang Kuk Kim	10:54 am Kenny Kyohyun PARK
Dana Watts	10:48 am Unknown user
me	10:43 am Steven Katz
Natalie Hamilton	10:42 am Natalie Hamilton
Ed Tech Team	10:30 am Steven Katz
Tania Blatti	10:22 am Kimberly Lombardi
Ed Tech Team	9:28 am Steven Katz
Ed Tech Team	9:00 am Steven Katz
Andrew Kim	Oct 22 Andrew Kim

Make sure to Title your Form. You can also provide instructions for the audience. In the Question Title line, add in a question or statement. There is a help area for questions as well.

When you are finished editing, click done. If you want the question required, tick the box.

Untitled form

You can include any text or info that will help people

Question Title

Sample Question 1

Help Text

Question Type

Text

Their answer

Done

Make this a required question

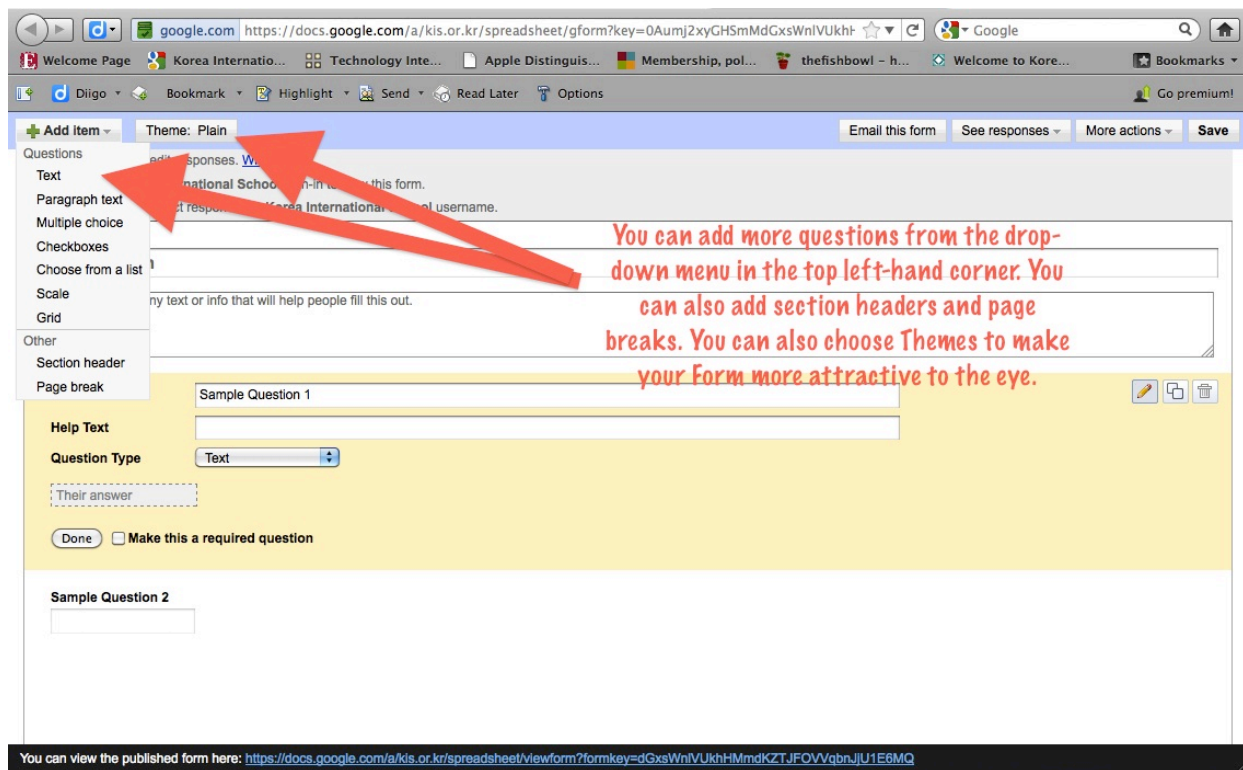
Sample Question 2

So, let's jump right in and start making a Form. Be sure to title your Form and include help information if you feel it will be necessary. Write your questions or statements into the Question Title line and any instructions that could be necessary for each question. If you want the question to be required to answer, you can tick the box for it. When a person tries to submit the form without answering a required question, the form isn't accepted and they are asked to complete the missing items. If you don't make a question required, the person taking the survey can skip the question. This will cause some gaps in your data, but there are times that it isn't necessary for every person to answer every question.

This screenshot shows the Google Forms editor interface. At the top, there's a navigation bar with options like 'Add Item', 'Theme: Plain', 'Email this form', 'See responses', 'More actions', and 'Save'. Below this, there are checkboxes for form settings: 'Allow users to edit responses' (unchecked), 'Require Korea International School sign-in to view this form' (checked), and 'Automatically collect respondent's Korea International School username' (unchecked). The main area is titled 'Untitled form' and contains a text box for a description. Below this, there's a section for 'Sample Question 1' with fields for 'Question Title', 'Help Text', and 'Question Type'. The 'Question Type' dropdown menu is open, showing options: Text, Paragraph text, Multiple choice, Checkboxes, Choose from a list, Scale, and Grid. A red arrow points to the 'Text' option in the dropdown. Another red arrow points to the 'Question Type' dropdown itself. A red text box on the right says: 'You can choose different types of questions for your needs. Think of all the valuable data you can gather from students or colleagues!'.

As you can see from the images, there are two places to choose the type of question. You can also choose a theme to give you form an enhanced look and feel. A general rule I follow about theme is functionality over fanciness; a simple form that works is always better than an amazing form that confuses people using it.

This screenshot shows the Google Forms editor interface with the 'Add Item' dropdown menu open. The menu lists various question types: Text, Paragraph text, Multiple choice, Checkboxes, Choose from a list, Scale, Grid, and a section for 'Other' which includes 'Section header' and 'Page break'. Red arrows point to the 'Add Item' dropdown and the 'Section header' option. A red text box on the right says: 'You can add more questions from the drop-down menu in the top left-hand corner. You can also add section headers and page breaks. You can also choose Themes to make your form more attractive to the eye.' At the bottom, there's a link to view the published form: <https://docs.google.com/a/kis.or.kr/spreadsheet/viewform?formkey=dGxsWnlVUkhHMmdKZTJFOVYqbnJU1E6MQ>.

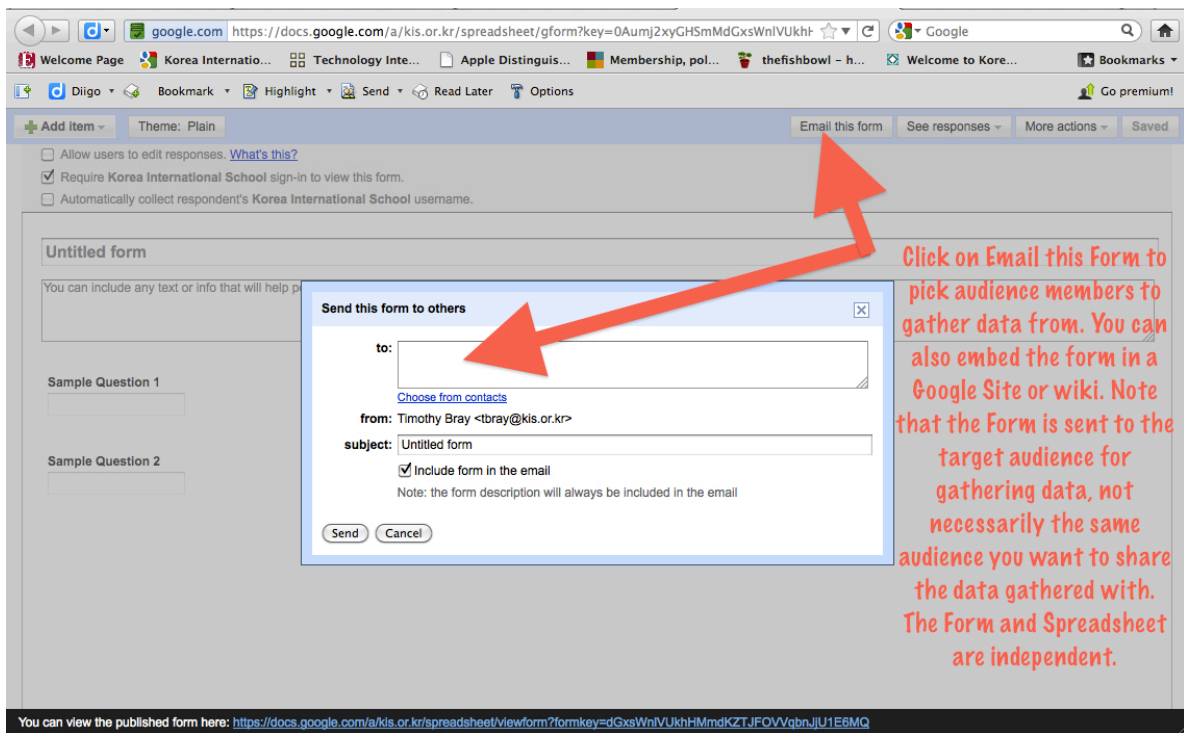


There are several types of questions and each as a slightly different way of functioning:

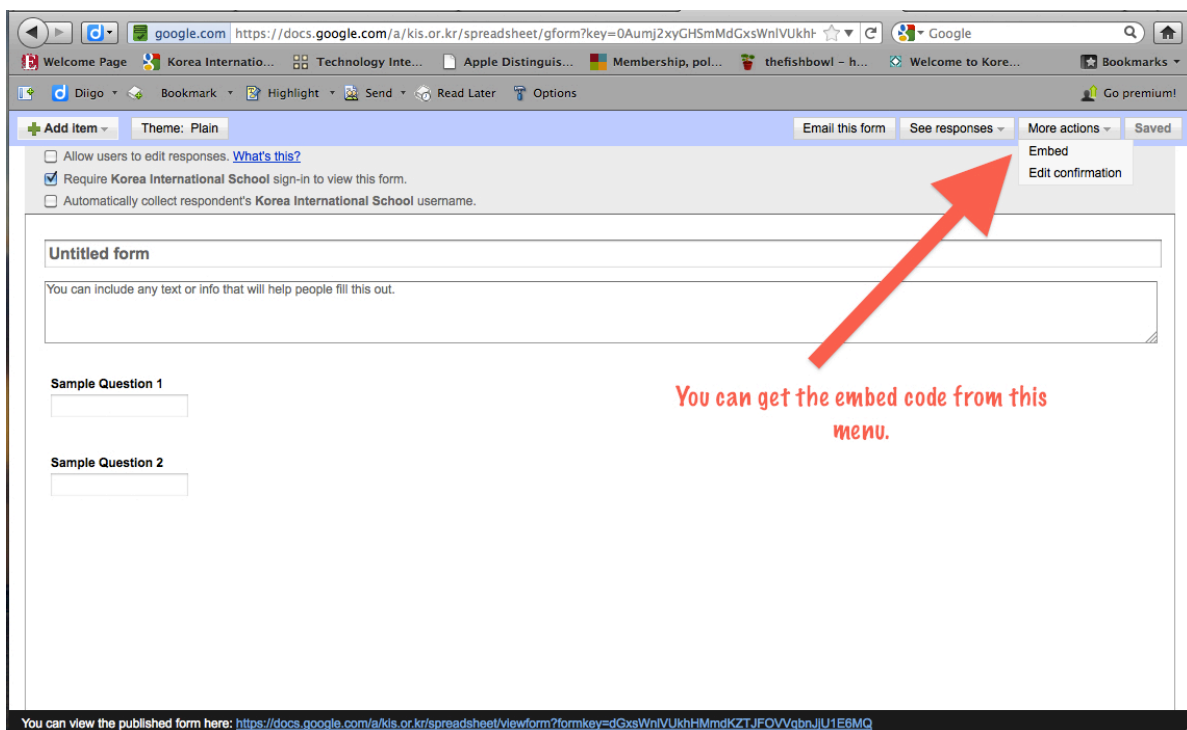
- **Text** -- allows for a short written answer. This is great for gathering names or other relatively short answers.
- **Paragraph Text** -- provides a much larger amount space for a written answer.
- **Multiple Choice** -- allows for the survey taker to choose one answer from a list. The list can be a simple yes/no question or a very long list.
- **Checkboxes** -- allows for multiple items to be chosen from a list.
- **Choose from a List** -- makes a drop-down menu that allows from one choice to be made.
- **Scale** -- provides a scale ranking or ordering system.
- **Grid** -- makes a grid of answers that allows one answer per row.

Each type of question has usefulness in gathering data, but some will be more useful for certain types of data. For example, as a teacher, I often find myself using checkboxes, paragraphs and scale. In my mind, these type of question provide easier to understand data and more detailed responses. I have found that experimenting and exploring with the different types helps you discover new ways to use each one more efficiently and effectively.

Allowing students to develop surveys and experiment with the different forms of questioning is a great way to incorporate real research into any course. And for administrators and teachers, it can be a valuable tool in action research.



When you are ready to send out the Form for gathering data, you can email the Form directly to recipients, or embed it in a website. Sending the Form to someone doesn't share the data with them, only the Form. The share settings for the Form and Spreadsheet are separate. For example, the Ed Tech Team made a Form to record our work in the office. The four of us have access to the Form, but the entire Admin Team and Ed Tech Team have access to the data. This way the Admin Team can see how are time is being used. In addition, the Admin Team only have the right to view the Spreadsheet, but they don't having editing privileges. Only the member of the Ed Tech Team have editing privileges for the Spreadsheet. This means you can gather data from one audience and share it with a completely different audience.



Mail Calendar Documents Sites Groups Contacts More - tbray@kis.or.kr

Ed Tech Report

File Edit View Insert Format Data Tools Form (687) Help

Go back to your Google Docs Home and choose the title of the form you just made. You will go to the Spreadsheet for the Form. This is where your data will be gathered. Each question will be a column.

	A	B	C	D	E	F
		Team Member	Name of Event or Person Helped	Description of event or type of assistance	Time Spent	Date
1						
2	10/24/2011 10:43:13	Steve Katz	Ed Tech Team	Preparing Google Calendar PD.	45	10/24/2011
3	10/24/2011 10:04:51	Steve Katz	Ed Tech Team	Work on formatting the new meeting agenda/minutes doc.	25	10/24/2011
4	10/24/2011 10:04:03	Steve Katz	Ed Tech Team	Set up strategic plan doc.	25	10/24/2011
5	10/24/2011 10:01:22	Tim Bray	Action Research Project and Assessment	Discussion with Ben and Steve about an Action Research Project to help evaluate the effectiveness and reach of the Ed Tech Team and a general discussion of a LMS and assessment.	50	10/24/2011
6	10/24/2011 9:59:41	Tim Bray	Jonathan Webster	Helped Jonathan get on the wireless network and how to trouble shoot the problem for next time.	15	10/24/2011
7	10/24/2011 8:57:53	Steve Katz	Ed Tech Team	Brainstorming session about tech plan and web portal/presence.	30	10/24/2011
8	10/23/2011 8:56:47	Steve Katz	Michael Jobe	Help with getting Glogster up and running.	10	10/23/2011
9	10/21/2011 15:07:35	Steve Katz	Cassandra Dorsett	Researched & tested how to password protect individual wiki pages.	30	10/21/2011
10	10/21/2011 14:55:25	Tim Bray	Bar Coding Equipment	Bar coding and cataloging the ed tech equipment; it was going well until we realized that the scanner was reading the bar codes incorrectly.	180	10/21/2011
11	10/21/2011 14:55:25	Steve Katz	Bar Coding Equipment	Bar coding and cataloging the ed tech equipment; it was going well until we realized that the scanner was reading the bar codes incorrectly.	180	10/21/2011
12	10/21/2011 8:37:58	Tim Bray	Melinda Clarke	Melinda needed help getting on the wireless network.	5	10/21/2011
13				Amy needed some help getting her new iMac setup the way she wanted it.		

+ Sheet1 Sheet2 Sheet3

One thing I have seen loads of people have trouble conceptualizing is the whole way Google Forms and Spreadsheets interact. When you return to your Google Home and click on the Form, you will actually go to the Spreadsheet where the data is being gathered. Each column will correspond to a question from the Form. But the question I always hear is -- how do I get back to my Form? The answer is the Form tab on the Spreadsheet. From the Form tab you can choose to Edit Form or go to the live Form. When editing the Form be careful about changing columns that already exist. The live Form is the link that goes to exactly what the Form looks like online. This is what your audience you are gathering data from sees. You can choose to stop collecting data at any time by deselecting the Accepting Responses option under the Form tab.

google.com https://docs.google.com/a/kis.or.kr/spreadsheet/ccc?key=0Aumj2xyGHSmMdGVMYWRIQ1VFbi

Welcome Page Korea Internatio... Technology Inte... Apple Distinguis... Membership, pol... thefishbowl - h... Welcome to Kore...

Diigo Bookmark Highlight Send Read Later Options

Mail Calendar Documents Sites Groups Contacts More - tbray@kis.or.kr

Ed Tech Report

File Edit View Insert Format Data Tools Form (687) Help

To see the Form, choose the drop-down menu. You can choose to edit the Form or go to the live Form. You can also deselect Accepting Responses to stop collecting data.

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+ Sheet1 Sheet2 Sheet3

Count: 688

Sharing settings

Who has access

- Private - Only the people listed below can access [Change...](#)
- Timothy Bray (you) tbray@kis.or.kr [Is owner](#)
- Richard Nies rnies@kis.or.kr [Can view](#)
- Allan Villiers avilliers@kis.or.kr [Can view](#)
- Steve Cathers scathers@kis.or.kr [Can view](#)

Add people:
Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)

[Share](#)

Now you can choose who you want to share the results with. You can provide viewing or editing rights. The Share button is at the top right-hand corner and it opens this panel for adjusting the share settings. Now you can gather and share data very easily with multiple people.

As I stated before, you can share the Spreadsheet with people as well. Sometimes you will want the people you survey to see the data and sometimes you won't. Sometimes you will want to share the people with other people to share results or have them help you analyze the data. You can change these setting by clicking on the Share button. Then you can email people to share it with or change the overall share settings to public access. The options are limitless!